

TOWN OF CHATHAM
Town Board Organizational Meeting Minutes

Tuesday, January 2, 2024@ 6:30 pm

This Meeting is IN PERSON (Town Hall) For Board Members
With the Exception of the Occurrence of Extraordinary Circumstances,
IN PERSON and VIRTUAL for the Public

Google Meet joining info

Video call link: <https://meet.google.com/ovz-rezc-kqf>

Or dial: (US) +1 302-481-5160 PIN: 882 726 760#

PRESENT

Supervisor Donal Collins, Councillmembers Destiny Hallenbeck, Rick Werwaiss, John Wapner, Angus Eaton, Highway Superintendent James Fetzer, Town Clerk Beth Anne Rippel, CAATS Tammy Shaw (virtual)

Supervisor Collins called the meeting to order and led the pledge allegiance to the flag.

- **PUBLIC COMMENT**

None

- **AGENDA- WEBSITE DOWNLOAD**

- **NEW BUSINESS:**

1. Proclamation of Recognition: HONORABLE JAMES F. FORSTER
Seeing off Abi Mesick and Vance Pitkin, thank you for your years of service and Welcoming John Wapner, Angus Eaton
2. Restaurant Liquor License Application: (The town board may express an opinion for or against granting of the license. That opinion is deemed part of the record on which the liquor board makes its determination.)

- **RESOLUTIONS:**

RES. #01-24: To Adopt the Rules of Order of the Town Board of the Town of Chatham, NY.

WHEREAS, Town Law §63 provides that the Town Board may determine the rules of its procedure; and

NOW, THEREFORE BE IT RESOLVED, that the following Rules of Order of the Town Board of the Town of Chatham, New York.

- A. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate.
- B. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows: reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and departments and introduction of resolutions and motions.
- C. Public Hearings: It shall be the duty of the Supervisor to preside at all general or special business hearings to instruct all persons addressing the Board to state their names and addresses. At such hearings, the Board may by special rules prescribe the time to be allotted to each speaker and the number of times each speaker may speak.
- D. At the close of the public hearing as provided for in paragraph "3" above, the Supervisor may grant any member of the public in attendance at such meeting a reasonable opportunity to be heard on any question or subject in which the Town or its government is concerned.
- E. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
- F. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
- G. No motion or resolution may be brought to a vote except by the majority consent of those present, unless printed or typewritten copies thereof are presented to each member of the Board prior to the opening of the meeting at which such motion or resolution is offered.
- H. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to committee, or (d) to amend. These latter motions are neither amendable nor debatable.
- I. No motion shall be made to offer any amendment to an amendment already before the Board on any proposition.
- J. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
- K. If the above stated rules are, or become at any time, in conflict with the statutory law, the statutory law shall take precedence.
- L. No member of the public shall disrupt the formality of a town board meeting.
- M. Any persons speaking to the Board with the consent of the Supervisor shall address their remarks to the Board, unless permitted by the Supervisor or whoever is presiding over the meeting.

Offered by: Eaton , seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #02-24: To set dates of Regular Town Board Meetings.

To set dates of regular monthly Town Board meetings for 2024 on the third Thursday of each month at 6:30PM.

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #03-24: To set Town Board Workshop Meetings.

To set dates of Town Board Workshop meetings as needed for 2024 on the first Thursday of each month at 6:30PM in the Town Hall.

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #04-24: To designate an official newspaper.

To name The Register Star **and/or** Columbia Paper as official newspapers for the Town of Chatham.

Offered by: Hallenbeck, seconded motion: Werwaiss

Werwaiss wants to amend to include the Columbia Paper; he believes it is more widely read. Rippel suggested using “and/or” as the Columbia Paper is a weekly paper and can’t always accommodate the Town’s needs.

MOTION to amend by Werwaiss, Eaton seconded and carried.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #05-24: To designate an official depository.

To name the **Bank of Greene County** as official Depository for the Town of Chatham.

Offered by: Eaton, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #06-24: To allow Supervisor to invest funds.

To allow the supervisor to invest town funds in other banks to obtain the best interest rate for the Town.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #07-24: To pay mileage.

Mileage expense for Town business is reimbursable at the 2024 prevailing IRS rate per mile.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #08-24: To hire an engineer for the town.

To hire an engineer for the town on a fee basis as needed.

Offered by: Werwaiss seconded motion: Wapner
Yes, there is a budgeted amount for this.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #09-24: To name an Attorney for the Town.

To name **Tal G. Rappleyea, ESQ.** as Attorney for the Town of Chatham and each of its Boards on all general matters, at an annual fee of \$10,000.00 paid as a monthly retainer (\$833.33), and to allow payment of \$175/hr. for all litigation or other similar substantial work for the town on a fee basis as needed.

Offered by: Werwaiss, seconded motion: Eaton
Eaton-what if we go over budget? We can take it from someplace else.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #10-24: To appoint the Accounting Firm as Town Accounting Officer.

The Accounting Firm of **UHY, LLP, CPA,** shall be the town accounting officer and the accounting duties of the Supervisor shall be and hereby transferred to the accounting officer at an annual cost not to exceed \$35,000.00.

Offered by: Werwaiss seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #11-24: To authorize Town Accounting Firm to file Annual Financial (AFR) Report.

To authorize the Town Accounting Firm to submit to the Town Clerk, within 60-days after close of the fiscal year, a copy of the Annual Update Document to the State Comptroller in lieu of annual financial report.

Offered by: Hallenbeck, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #12-24: To authorize the Finance Department and/or Town Accounting Firm to pay bills early.

To authorize the Finance Department and/or Accounting Firm to pay electric telephone, postage, freight and express claims in advance of audit.

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #13-24: To set up petty cash funds.

To set up Petty Cash Funds of \$100.00 for the Tax Collector, \$200.00 for the Town Clerk, \$100.00 for Recreation Director, \$100.00 for Justice Court and \$100.00 for the Highway Department.

Offered by: Hallenbeck seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #14-24: To name 1st Deputy Supervisor.

The Town Board of the Town of Chatham has previously established the position of 1st Deputy Supervisor based upon prior appointments to such position. However, a copy of such resolution is not readily available and thus it is hereby resolved that pursuant to Section 42 of the NYS Town Law, the position of 1st Deputy Supervisor is hereby created and that **Angus Eaton** is appointed as Deputy Supervisor.

Offered by: Hallenbeck seconded motion: Collins

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #15-24: To name 2nd Deputy Supervisor.

The Town Board of the Town of Chatham has previously established the position of 2nd Deputy Supervisor based upon prior appointments to such position. However, a copy of such resolution is not readily available and thus it is hereby resolved that pursuant to Section 42 of the NYS Town Law, the position of 2nd Deputy Supervisor is hereby created and that **Destiny Hallenbeck** is appointed as 2nd Deputy Supervisor.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #16-24: To authorize 1st Deputy Supervisor and 2nd Deputy Supervisor to sign checks in the absence of the Supervisor.

To authorize 1st Deputy Supervisor and 2nd Deputy Supervisor to sign checks in absence of Supervisor.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #17-24: To fix salaries of elected officials.

To fix salaries of elected officials as follows:

POSITION	of POSITIONS	ANNUAL SALARY
uncilperson	4	\$ 4,800.00
ghway Superintendent	1	\$ 72,000.00
stice	2	\$ 15,881.00
pervisor	1	\$ 14,840.00
wn Clerk/Tax Collector	1	\$ 41,995.00

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #18-24: To appoint a PT Recreation Director.

To appoint **Mike West** as PT Recreation Director at an annual salary of \$26,933.00.

Offered by: Hallenbeck, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #19-24: To appoint a Dog Control Officer.

To appoint **Darrell Dutcher** as Dog Control Officer at an annual salary of \$ 6,000.00.

Offered by: Hallenbeck, seconded motion: Eaton

Darrell is an extraordinary resource, we appreciate his efforts

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #20-24: To appoint Park Groundskeeper I & II.

To appoint **Nicholas Bacarro Sr.** as Part-Time Park Groundskeeper I at a rate of \$19.08 per hour and
Nicholas Bacarro, Jr. as Part-Time Park Groundskeeper II at a rate of \$18.50 per hour.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #21-24: Justices to name their own Court Stenographers.

To authorize Justices to name Court Stenographers at the following rates: \$100.00 per hour, Transcript fees: \$5.50 per page; minimum charge \$250.00; and any other fees that may come necessary.

Offered by: Werwaiss, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #22-24: To appoint Court Clerks.

To appoint **Joan Goold**, Full-Time Clerk to Town Justice, at an hourly rate of \$24.03 and **Art Proper**, Part-Time Clerk to Justice Court at an hourly rate of \$18.72.

Offered by: Wapner, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #23-24: To pay employees bi-weekly.

To pay Town Clerk/Tax Collector, Deputy Town Clerk, Town Supervisor, Court Clerks, Clerk/Typists, Code Enforcement Officers, Highway Superintendent, Confidential Administrative Assistant to Supervisor, Highway Employees, Recreation Director, and Park & Recreation employees, bi-weekly.

Offered by: Hallenbeck, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #24-24: To name Chairman, Planning Board.

To name **Gabriella Sperry** as Chairman, Planning Board.

Offered by: Hallenbeck, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #25-24: To name Deputy Planning Board Chairman.

To name **Evan Young** as Deputy Planning Board Chairman.

Offered by: Eaton, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #26-24: To name 2nd Deputy Planning Board Chairman.

To name **Gary Martin** as 2nd Deputy Planning Board Chairman.

Offered by: Wapner, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #27-24: To appoint a member to the Planning Board for a seven year term.

To appoint **Kim Wood** to the Planning Board for a seven-year term, 2024-2030.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #28-24: To accept Planning Board Resignation and Advertise for Vacancy

WHEREAS, Town Employee **Angus Eaton** submitted his letter of resignation effective January 1, 2024 from the position of Deputy Planning Board Chairman, and

THEREFORE, be it resolved that the Chatham Town Board accepts the resignation letter from Angus Eaton, effective January 1, 2024 and authorizes the Town Clerk to advertise for vacancy.

Offered by: Werwaiss, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #29-24: To name Chairman, Zoning Board of Appeals.

To name **Daniel Persing, Esq.** as Chairman, Zoning Board.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #30-24: To name Deputy Chair, Zoning Board of Appeals.

To name **Stephen Day** as Deputy Chairman, Zoning Board.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #31-24: To appoint a member to the Zoning Board of Appeals for a five year term.

To appoint **Lee Gagne** to the Zoning Board for a five-year term, 2024-2028.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #32-24: To appoint Clerk/Typist for Planning/Zoning Board.

To appoint **Trish Fallon** as a Part-Time Clerk/Typist to the Planning/Zoning Board, 14-hours per week, at a rate of \$18.50 per hour.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #33-24: To appoint Code Enforcement Officer I.

To appoint **Kent Pratt** as a Part-Time Code Enforcement Officer, 19-hours per week, at a rate of \$36.51 per hour.

Offered by: Eaton, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #34-24: To appoint Code Enforcement Officer II.

To appoint **James Quinn** as a Part-Time Code Enforcement Officer, 19-hours per week, at a rate of \$26.54 per hour.

Offered by: Hallenbeck, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #35-24: To appoint Clerk/Typist for the Building Department.

To appoint **Ann Formel** as a Part-time Clerk/Typist to the Building Department, 14-hours per week, at a rate of \$18.50 per hour.

Offered by: Eaton, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #36-24: To appoint a Registrar of Vital Statistics.

To appoint **Beth Anne Rippel** as a Registrar of Vital Statistics at an annual salary of \$1653.60.

Offered by: Eaton, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #37-24: To Name Deputy Registrar of Vital Statistics.

To name **Janie Miller** as Deputy Registrar of Vital Statistics at no salary.

Offered by: Hallenbeck, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #38-24: To appoint a Records Manager.

To appoint **Beth Anne Rippel**, Records Manager.

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #39-24: To fix wages of Highway Department Employees.

To fix wages of highway Department Employees for 2024 as per contract.

Offered by: Werwaiss, seconded motion: Hallenbeck

Collins-thank you gentleman

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #40-24: The Town Board of the Town of Chatham authorizes and delegates to the Supervisor, powers and duties of the day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.
February Workshop

To authorize and delegate to the Town Supervisor, powers and duties of the day to day administration and supervision of all Town and special district facilities and employees consistent with and in the furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws, resolutions and policy heretofore and hereafter adopted by this Town Board.

FURTHERMORE, in an effort to keep the Town Board apprised of various particulars of the Supervisor's work, the Supervisor shall send memos to the Town Board members regarding such issues as employment changes, financial approvals of import or any other weighty matters. For more general

issues, the Supervisor shall give a monthly report during a regular Town Board meeting summarizing the issues he/she dealt with. Furthermore, the monthly report should include an update containing pertinent information from the County Board of Supervisors and any County Committees our Supervisor sits on, and

FURTHERMORE, as the Town Supervisor is a de facto member of all Citizen Advisory Committees and in light of the significant amount of input from such Committees that aid the Board in the governance of the Town, it is suggested that the Supervisor attend Citizen Advisory Committee meetings when the Supervisor believes his/her attendance will move the work of the committee forward or when an Advisory Committee has requested that attendance would be beneficial. The Board strongly encourages the Supervisor to perform these duties as the Supervisor acts as the central coordinator for all town government activities. As needed, the Supervisor may ask the Deputy Supervisor, Board members, staff and /or advisory committees to help with various projects or engagements. However, with this said, a town board may not abdicate or surrender its basic statutory responsibilities to the Supervisor, and

THEREFORE, BE IT RESOLVED, that the Chatham Town Board authorizes and delegates to the Town Supervisor the power and duties listed above.

Offered by: Eaton, seconded motion: Hallenbeck

Collins- Angus sent edits today to the body of this resolution. Given the late proposed changes Collins wants to proceed with the language as is and discuss the edits at the next meeting

Discuss resolution timing in advance of board meetings and removal of duplicative language. Maybe it's a little bit of an anachronism but to allow for some electronic communications, to facilitate board communications, we think it's valuable to allow for collaboration. Angus to Tal, We'd like to openly discuss these things with the supervisor. Is it reasonable for us to back and forth by email, not necessarily part of a meeting, just allow us to work through it? Work through the language, not making decisions.

Tal- OML opinion says that you can exchange information but you can't make decisions unless you're in a board meeting. Collins asked if Rappleyea has any other advice about how to be sure that that's transparent?. Tal-don't ever use your private email because then it makes your private email open fare for the public to look at.

Collins-then anybody from the public can look at those TB emails and see what's being discussed and just to be clear, that's trying to move stuff along?

Collins- to clarify we're going to bring this to the February workshop?

We'll bring it back on the 18th and get the ball rolling.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution adopted

RES. #41-24: To fix salaries of appointed officials and employees.

TITLE	SALARY	PER	HOURS	PT SCHEDULE
Assessor	\$38,460	Annual	X	X

Board of Assessment Review (3)	\$500 ea	Annual	X	X
Clerk to Justice Court	\$18.50	Hr	988	19/hrs per week
Clerk to Town Justice	\$24.03	Hr	2080	40/hrs per week
Clerk/Typist (Assessor)	\$18.50	Hr	200	As Needed
Clerk/Typist (Building)	\$18.50	Hr	728	14/hrs per week
Clerk/Typist (Finance)	\$18.50	Hr	780	15/hrs per week
Clerk/Typist (Planning)	\$18.50	Hr	364	7/hrs per week
Clerk/Typist (Zoning)	\$18.50	Hr	364	7/hrs per week
Code Enforcement Officer I	\$36.51	Hr	988	19/hrs per week
Code Enforcement Officer II	\$26.54	Hr	988	19/hrs per week
Confidential Admin Asst to Super	\$30.00	Hr	2080	40/hrs per week
Deputy Town Clerk I	\$18.82	Hr	728	14/hrs per week
Dog Control Officer	\$6,000.00	Annual	X	X
Groundskeeper I	\$19.08	Hr	744	As Needed
Groundskeeper II	\$18.50	Hr	176	As Needed
Historian I	\$625.00	Annual	X	X
Historian II	\$300.00	Annual	X	X
Planning Board Chair	\$1,400.00	Annual	X	X
Planning Board Members (6)	\$1,100.00	Annual	X	X
Registrar of Vital Statistics	\$1,654.00	Annual	X	X
Zoning Board Chair	\$1,400.00	Annual	X	X

Zoning Board Members (4)	\$1,100.00	Annual	X	X
Recreation Director	\$26,933.00	Annual	X	X
Waterfront Director	\$18.50	Hr	280	X
Head Lifeguard	\$16.40	Hr	X	X
Supervising Lifeguard	\$15.30	Hr	X	X
Lifeguard	\$15.10	Hr	X	X
Junior Lifeguard	\$15.00	Hr	X	X
Head Counselor	\$15.30	Hr	X	X
Supervising Counselor	\$15.20	Hr	X	X
Recreation Counselor	\$15.10	Hr	X	X
Counselor-in-Training	\$15.00	Hr	X	X

Offered by: Hallenbeck, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #42-24: Public Officers Law, Section 18

WHEREAS, the Town Board of the Town of Chatham is authorized by Public Officers Law Section 18 to provide for the defense and indemnification of Town Officers and Employees acting under and within the scope of their duties, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Chatham hereby confers the benefits contained in Public Officers Law Section 18 upon its Officers and Employees as defined in Public Officers Law Section 18 (2) (b) and resolves to be held liable for the costs incurred under said Public Officers Law Section 18 upon compliance with the terms thereof.

Offered by: Werwaiss, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution adopted

RES. #43-24: To authorize agreement between VFW Post 5933 and the Town of Chatham

WHEREAS, the Town Board shall continue to make payments to the VFW reimbursing its cost not to exceed \$750.00 upon presentation of vouchers for the year 2024 and a certificate of insurance shall be provided to the Town of Chatham naming the town as additional insured, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign the agreement between the Town and the Ghent VFW Post 5933 for 2024.

Offered by: Hallenbeck, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #44-24: To authorize agreement between the Chatham Center Rural Cemetery Association and the Town of Chatham

WHEREAS, the Town of Chatham is a designated Purple Heart Community that wishes to continue its support of Veterans of the Armed Services, and

WHEREAS, funding sources for the placement of Memorial and Veterans Day flags at cemeteries in Chatham Center, Old Chatham, Rayville and surrounding areas has diminished greatly, and

WHEREAS, the Chatham Center Rural Cemetery Association has stepped foWerwaissard to acquire and distribute flags at these locations, and

WHEREAS, the Town Board created a budget line in the 2024 Final Budget of \$750.00 to be disseminated upon presentation of vouchers for the year 2024, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign the agreement between the Town and the Chatham Center Cemetery Association for 2024.

Offered by: Hallenbeck Wapner seconded motion.

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #45-24: To authorize agreement between Senior Citizens Club and the Town of Chatham

WHEREAS, the Town Board shall continue to make payments to the club reimbursing its cost not to exceed \$2,500.00 upon presentation of vouchers for the year 2024 and a certificate of insurance shall be provided to the Town of Chatham naming the town as additional insured, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board authorizes the Supervisor to sign the agreement between the Town and the Ghent/Chatham Senior Citizens Club for 2024.

Offered by: Wapner, seconded motion: Werwaiss

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #46-24: To authorize agreement between Meals On Wheels Transportation Volunteers and the Town of Chatham

WHEREAS, the Town of Chatham is dedicated the promotion of senior citizens activities in the Chatham area, and

WHEREAS, the Columbia County “Meals on Wheels “ program is supported by volunteer drivers, and,

WHEREAS, the expenses for such volunteers have risen dramatically, and

NOW, THEREFORE, BE IT RESOLVED, the Town of Chatham has created a line item in its 2024 Final Budget of \$500.00 to compensate volunteer drivers for the Meals on Wheels program in an amount not to exceed the 2024 IRS prevailing rate per mile,

Offered by: Werwaiss, seconded motion: Eaton

Werwaiss-do we know many people ask for this?

Collins there are people who don’t reach out for compensation, they are still unwilling to accept money. Thank you to MOW!

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #47-24: To Authorize Supervisor to sign Agreement with Cleaning Service

WHEREAS, the Town of Chatham contracts with Hallenbeck Cleaning Services for janitorial services as an independent contractor, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board authorizes the Supervisor to execute a Janitorial Agreement between the Town of Chatham and Hallenbeck Cleaning Services from January 1, 2024 to December 31, 2024 under the terms contained in the 2024 Agreement.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Werwaiss, Eaton, Wapner **NAY:** None
Hallenbeck is recusing herself as they are family.
Resolution adopted

RES. #48-22: To Engage an Independent Instructor for the Crellin Summer Camp Children’s Garden Program

WHEREAS, the Town of Chatham continues to offer a popular program of gardening education for children during its annual summer camp, and

WHEREAS, master gardener Shelley Haefner of “Guiding Green Thumbs” offered her program to children attending the 2023 summer camp, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Chatham authorizes the Supervisor to execute a contractual agreement with Shelley Heafner of Guiding Green Thumbs to operate the 2024 Children's Garden program during the Crellin Park summer camp program and to foster other uses that will promote the garden and its efforts.

Offered by: Werwaiss, seconded motion: Eaton
Collins-thanks Shelley it looks marvelous and to her husband for painting

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #49-22: To Engage an Independent Instructor for the Crellin Summer Camp Tennis Program

WHEREAS, the Town of Chatham continues to offer a popular program of tennis and pickleball within the tennis court space for children during its annual summer camp, and

WHEREAS, Kyle Schermerhorn offered his program to children attending the 2024 summer camp, and

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Chatham authorizes the Supervisor to execute a contractual agreement with Kyle Schermerhorn to operate the 2024 Tennis and Pickleball Program during the Crellin Park summer camp program.

Offered by: Werwaiss, seconded motion: Eaton

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #50-24: To assign a delegate/alternate to attend the Association of Towns Annual Meeting

To name **Donal Collins, Supervisor** as the Town of Chatham delegate to attend the 2024 Association of Towns Annual Business Meeting, to be held February 18 through February 21, 2024 with the purpose of electing the President, five vice presidents and voting on the Association's annual legislative platform and **Angus Eaton** as alternate.

Offered by: Werwaiss, seconded motion: Hallenbeck

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton, Wapner **NAY:** None Resolution
adopted

RES. #51-24: To Accept the Financial Abstract as presented to pay the Town Bills.

WHEREAS, the Chatham Town Board accepts the Financial Abstract 13-2023 and Abstract 1-2024 as presented to pay the Town Bills.

Offered by: Werwaiss, seconded motion: Wapner

VOTE:

AYE: Collins, Hallenbeck, Werwaiss, Eaton Wapner **NAY:** None Resolution
adopted

RES. #52-24: To Appoint Members to the Community Preservation Fund Advisory Board
Table: New Board Member Interviews

WHEREAS, the Town of Chatham is dedicated to supporting local farms and preserving its farmland and natural resources, and

WHEREAS, the Town Board of the Town of Chatham adopted a Community Preservation Plan by Local Law 1- 2023, and

WHEREAS, the Town Board of the Town of Chatham adopted a Community Preservation Fund and Advisory Board by Local Law 2 of 2023, and

WHEREAS the Town Board of the Town of Chatham adopted a Real Estate Transfer Tax that was supported by mandatory referendum on November 7, 2023, and

WHEREAS, the Town Board of the Town of Chatham wishes to populate its Community Preservation Fund Advisory Board to oversee the management of the Community Preservation Fund through guidance provided in the Community Preservation Plan, and

NOW, THEREFORE IT BE RESOLVED, the Town Board appoints the following volunteer members to the Community Preservation Fund Advisory Board:

- Mary Gail Biebel
- Jason Brown
- Tim Mackerer
- Abi Mesick
- Eric Ooms

Collins is going to move to table. He's been asked by a new town board member who was unfamiliar with some of the candidates to do some subsequential possible interviews and learn more about the candidates that we have on this.

A **MOTION** to table was offered by Collins, seconded by Hallenbeck and carried.

Collins would like to move this along since the new tax goes into effect on February 1, 2024.

Werwaiss asked if these appointments require resolutions, they're Supervisor and in many cases town clerk appointments.. Is this what we've done for the last 20 years?

Werwaiss- makes sense for super and boards but when we get to the citizen advisory committees he thinks that we want resolutions for those like we do every time.

ADDITIONAL APPOINTMENTS:

Town Clerk Appointments: • Deputy Town Clerk	• Janie Miller
--	--

Supervisor Appointments: • Town Historian • Conf. Administrative Asst. • Clerk/Typist (Finance)	• Matthew Meier • Tammy Shaw • Jennifer Trolenberg
---	--

MEMBERS AND TERMS OF VARIOUS BOARDS:

PLANNING BOARD

Gabriella Sperry, Chair	2023-2029
Evan Young, Deputy	2019-2025
Gary Martin, 2nd Deputy	2022('18)-2024
Cindy Meyers	2021-2027
David Everett	2022-2028
Kim Wood	2024-2030
(Town BoardD)	2024 ('20)-2026
(Alternate)	2024

ZONING BOARD OF APPEALS

Daniel Persing, Esq, Chair	2021-2025
Stephen Day, Deputy	2020-2024
Adrianus Ooms	2022-2026
Lee Gagne	2024-2028
Melissa Voores	2023-2027
Alternate (Town BoardD)	2024

Collins-we have open positions at the town level contact us. Hallenbeck and also committee

BOARD OF ASSESSMENT REVIEW

Marjorie Cartwright	10/01/2022-09/30/2027
Helene Niemeyer	10/01/2021-09/30/2026
Elizabeth Vose	10/01/2020-09/30/2025

SUPERVISOR'S TOWN BOARD COMMITTEE APPOINTMENTS

Disaster Planning/Public Health Safety	Wapner/ Werwaiss
Fire & Building Code	Collins / Eaton
Insurance	Wapner / Werwaiss
Negotiations Committee	Collins / Eaton
Planning & Zoning	Collins / Eaton
Office of Aging Liaison & Youth	Hallenbeck / Collins
Real Property Tax	Wapner / Werwaiss
Technology (cable, broadband,computers,cell service)	Hallenbeck / Wapner
Town Facilities(Crellin,Hwy,TH)	Collins / Eaton
Town Policy review	Eaton / Hallenbeck
Village Liaison	Collins

COMMITTEE APPOINTMENTS:

Broadband Committee

Councilwoman Destiny Hallenbeck, Chair

Councilman Rick Werwaiss, Co-Chair

CAC (Conservation Advisory Council)

Councilman Rick Werwaiss, Chair

Abi Mesick

Linda Laurange
Peter Lyden
Karen Woodfield
Don Hegeman
Kimberly Driessen
Elizabeth Vose
Kathryn Butler

CAP (Chatham Agricultural Partnership) Committee

Henry Corsun, Chair
Supervisor Donal Collins
Gail Day
Courtney McDonnell
Eric Ooms
Mary Gail Biebel
Francois Novotny
Jason Brown

Climate Smart Committee

Councilman Angus Eaton, Chair
Deborah Conrad, Co-Chair
Kathryn Butler
Tara Danadio, CDRPC Representative (non-voting)
Karla Kavanaugh
Melissa Pollack
Eric Wilska
Leila Conners
Lisa Ross
Councilman Rick Werwaiss

Columbia County Climate Smart Communities Task Force

[Deborah Conrad](#)

Communications Committee Discussion

Tammy Shaw, Chair

Abi Mesick

Melissa Pollack

Beth Anne Rippel, Town Clerk

Councilman John Wapner

Bonnie Schoonmaker

Werwaiss-would eventually like to table this decision on the CC until the Board is able to have a much more in-depth discussion about the roles and goals of the committee, Eaton second. Collins-asked Rick if he has a problem with the Communications Committee as it functions now? Werwaiss said he has ideas he wants to discuss with the Board. Collins said we could do it now but it would be better at a workshop. You don't want them to function until we meet again? asked Collins. Werwaiss yes, Hallenbeck doesn't want to have the Committee stop for a month. They've worked very hard, Collins-allow them to function as is and address any changes that come from the workshop discussion. .

Community Preservation Fund Advisory Board Table

Mary Gail Biebel

Jason Brown

Tim Mackerer

Abi Mesick

Eric Ooms

Environmental Management Council

Rick Werwaiss

Finance & Planning Committee

David Levow, Chair
Supervisor Donal Collins
John Breault
Tammy Shaw, Conf Adm Asst
Gabriella Sperry, Planning Board Chair
Councilman Rick Werwaiss
Jennifer Trolenberg
Erin Hessman

Grants Appropriation Committee

Bonnie Schoonmaker, Chair
Tammy Shaw, Co-Chair
Supervisor Donal Collins
 John Breault
Bob Linville
Gil Chichester
Councilman Rick Werwaiss

Housing Committee

Councilwoman Destiny Hallenbeck, Chair
Abi Mesick
Donald Mountain
Karen Malina
Bonnie Schoonmaker
Nancy Kleppel
Dale Thiel
Tim Mackerer
Gil Chichester resigned

Invasives Species Awareness Committee

Abi Mesick

Gary Wemple

Tim Mackerer

Karen Woodfield

Linda Laurange

Bonnie Schoonmaker

Mike West

Office of the Aging Advisory Board

Carol Hegeman

Supervisor Donal Collins, Liaison

Parks & Recreation Committee

John Wapner, Chairman

Mike West, Rec Director, Co-Chair

Supervisor Donal Collins

Jody Nesbitt

Anita Fiorillo

Jim Marks

Judi Matthews

Alan Meier

Jay Thorn

Collins motion to amend Hallenbeck second this committee all

Traffic Safety Working Group

Councilwoman Destiny Hallenbeck

Zoning Update Committee

Councilman Angus Eaton, Chair

Councilwoman Destiny Hallenbeck, Co-Chair (Tal-third Board member?-Wapner)

Tim Mackerer

Karen Malina

Bonnie Schoonmaker

Abi Mesick

Evan Young

Kent Pratt, CEO

Lee Gagne, Zoning Board of Appeals

Collins-It was brought to his attention that Wapner wants to be added to the Committee.

MOTION was offered by Eaton to add Wapner to the Committee, Werwaiss seconded.

Motion was not carried.

Collins wants to stick with the 2 board members. Hallenbeck doesn't think it works to have 3 board members

AYE: Werwaiss, Wapner

NAY: Eaton, Hallenbeck, Collins

PUBLIC COMMENT

Jacob Mesick-nice we have the free shed, happy to see the equipment at Crellin, nice to have the new tractor at the Park so we don't have to hire out.

Mesick-role of the Communications Committee, we already have a mission statement and we already have a protocol. As far as discussion adding and subtracting ok but how that changes members to the committee, she's not clear

Mesick-regarding back and forth emails by board members to revise supervisors duties: To be proper and transparent the board member writes up their idea and supplies it to the rest of the Board for discussion . Emails going back and forth constitutes a discussion.

Eaton-everyone should be able to see what's happening, sometimes you want to work through things but not do it on the fly.

Mesick-even more that should take place in public, we should hear that too, what is it that you're suggesting, shouldn't be in private.

Hallenbeck-gov works slowly but we want to continue to work on this. All of our emails are FOILable. Talk about it between meetings. We want to have it worked out. If you're not making decisions. All it is is one way thoughts.. Werwaiss-there is no requirement that the Towns work has to happen in public, we have clarified this over and over with the town attorney. We have redrafted changes but there was not enough time. So it was set aside. Mesick-

commended Donal, Destiny and Angus on the Zoning Update Committee decision; that was a wise vote. Hallenbeck- We want to continue to work on it so we can exchange ideas. She wants to get shit done.

At the next board meeting you'll give us all the emails that led to the decision? asked Mackerer. You are depriving the public of knowing how you came to this conclusion . The goal is to come to the decision. This is the opposite of transparency. Hallenbeck-she doesn't want to make any

decisions via email.

Tim- a few people know they can FOIL information but how many people don't know. To Rick- he wants to discuss. Hallenbeck we want to work together. As a board member we need 5 members to make decisions.

Tammy reminded the Town Board that they have workshops to openly discuss things, you don't have to do this by emails. You can sit around a table and discuss. She wants to see transparency about the Communications Committee, why can't it be brought up at this meeting?

Collins-is curious about the proposed termination of this committee.... JBowerman- transparency and communication, we've heard about this for years. She is against using emails and phone calls for discussion, it's problematic. The newsletter is something the Town has done for years. They work very well together and communication is so important, that's concerning to me.

Hallenbeck-making sure the constituents are informed, it's important that we have a newsletter, here's what's going on.

Laurange- with the prior TB we didn't hear any discussion and that's why they're gone Mesick-edits to supervisors' role wasn't to be contentious. We want to know why the Board arrived at that point. A draft was made by the person who wanted to make the changes and each TB member took a look at it. Then we heard from everyone. She really cares about what the Board has to say. If you're going to work on it and we get all of your emails that would be helpful.

Mesick-where are we with the Communications Committee? Werwaiss-its not hung up. So we can work on the next newsletter, asked Mesick. Werwaiss said he has ideas.

Tim-all the information is available on video and virtually. If the Board works via an email train people who watch the video won't know what happened.

Gary Smith-only one way to achieve transparency is face to face.

- **CONDUCT ANY OTHER BUSINESS THAT COMES BEFORE THE TOWN BOARD**

- **MOTION TO CLOSE MEETING**

At 8:05PM was made by Werwaiss, seconded by Eaton and carried

Respectfully submitted by,

Beth Anne Rippel, Town Clerk